



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AUDIT EXAMINATION OF THE
CARLISLE COUNTY
FORMER SHERIFF'S SETTLEMENT - 1998 TAXES**

As of February 2, 1999

**EDWARD B. HATCHETT, JR.
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Edward B. Hatchett, Jr.
Auditor of Public Accounts

To the People of Kentucky

Honorable Paul E. Patton, Governor

John P. McCarty, Secretary

Finance and Administration Cabinet

Sarah Jane Schaaf, Secretary, Revenue Cabinet

Honorable John Roberts, County Judge/Executive

Honorable Steve McChristian, Carlisle County Sheriff

Honorable Will Ben Martin, Former Carlisle County Sheriff

Members of the Carlisle County Fiscal Court

Independent Auditor's Report

We have audited the former Carlisle County Sheriff's Settlement - 1998 Taxes as of February 2, 1999. This tax settlement is the responsibility of the former Carlisle County Sheriff. Our responsibility is to express an opinion on the financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Sheriff prepares his financial statements on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the former Carlisle County Sheriff's taxes charged, credited, and paid as of February 2, 1999, in conformity with the basis of accounting described in the preceding paragraph.

To the People of Kentucky
Honorable Paul E. Patton, Governor
John P. McCarty, Secretary
Finance and Administration Cabinet
Sarah Jane Schaaf, Secretary, Revenue Cabinet
Honorable John Roberts, County Judge/Executive
Honorable Steve McChristian, Carlisle County Sheriff
Honorable Will Ben Martin, Former Carlisle County Sheriff
Members of the Carlisle County Fiscal Court

Based on the results of our audit, we have presented a Comment and Recommendation, included herein, which discusses the following area of noncompliance.

- The Former Sheriff Should Have Deposited Tax Collections On A Daily Basis

In accordance with Government Auditing Standards, we have also issued a report dated April 6, 1999, on our consideration of the former Sheriff's compliance with certain laws and regulations and internal control over financial reporting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett".

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
April 6, 1999

CARLISLE COUNTY
WILL BEN MARTIN, FORMER SHERIFF
SHERIFF'S SETTLEMENT - 1998 TAXES

As of February 2, 1999

<u>Charges</u>	<u>County Taxes</u>	<u>Special Taxing Districts</u>	<u>School Taxes</u>	<u>State Taxes</u>
Real Estate	\$ 105,911	\$ 136,303	\$ 288,263	\$ 140,908
Tangible Personal Property	5,127	6,120	14,263	12,335
Intangible Personal Property				10,308
Watershed		12,012		
Fire Protection	905			
Franchise Corporation	20,600	27,008	57,062	
Increased Through Erroneous Assessments	153	197	403	462
Clay Reserves - 1998	69	88	187	91
Adjusted to Sheriff's Receipt	(4)	10	2	(1)
Gross Chargeable to Sheriff	<u>\$ 132,761</u>	<u>\$ 181,738</u>	<u>\$ 360,180</u>	<u>\$ 164,103</u>
<u>Credits</u>				
Discounts	\$ 1,311	\$ 1,822	\$ 3,531	\$ 1,918
Exonerations	1,005	1,323	2,735	1,765
Charges to Incoming Sheriff	<u>17,055</u>	<u>22,770</u>	<u>46,342</u>	<u>23,386</u>
Total Credits	<u>\$ 19,371</u>	<u>\$ 25,915</u>	<u>\$ 52,608</u>	<u>\$ 27,069</u>
Net Tax Yield	\$ 113,390	\$ 155,823	\$ 307,572	\$ 137,034
Less: Commissions *	<u>5,107</u>	<u>6,486</u>	<u>12,303</u>	<u>6,111</u>
Net Taxes Due	\$ 108,283	\$ 149,337	\$ 295,269	\$ 130,923
Taxes Paid	<u>108,268</u>	<u>149,375</u>	<u>295,239</u>	<u>130,899</u>
Due Districts or (Refund Due Sheriff) as of Completion of Fieldwork	<u>\$ 15</u>	<u>** \$ (38)</u>	<u>\$ 30</u>	<u>\$ 24</u>

* and ** See Page 4

CARLISLE COUNTY
 WILL BEN MARTIN, FORMER SHERIFF
 SHERIFF'S SETTLEMENT - 1998 TAXES
 As of February 2, 1999
 (Continued)

* Commissions:

10% on	\$	10,000
4.25% on	\$	341,448
4% on	\$	362,373

** Special Taxing Districts:

Ambulance District	\$	7
Health District		5
Extension District		6
Soil District		(62)
Mayfield Creek Watershed District		6
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Due Districts or (Refund Due Sheriff)	\$	<u><u>(38)</u></u>
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The accompanying notes are an integral part of the financial statements.

CARLISLE COUNTY
NOTES TO THE FINANCIAL STATEMENTS

As of February 2, 1999

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The former Sheriff maintained deposits with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to law, the depository institution should pledge sufficient securities as collateral which, together with FDIC insurance, equals or exceeds the amount on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge of securities should be evidenced by an agreement that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. This agreement, signed by both parties, must be sufficient to create an enforceable and perfected security interest in the collateral under Kentucky law. The former Sheriff met the requirements stated above, and as of February 2, 1999, deposits were fully insured or collateralized at a 100% level with securities held by the county official's agent in the county official's name.

CARLISLE COUNTY
NOTES TO FINANCIAL STATEMENT
February 2, 1999
(Continued)

Note 4. Property Taxes

The real and personal property tax assessments were levied as of January 1, 1998. Property taxes were billed to finance governmental services for the year ended June 30, 1999. Liens are effective when the tax bills become delinquent. The collection period for these assessments was September 25, 1998 through December 31, 1998.

Note 5. Interest Income

The former Carlisle County Sheriff earned \$780 as interest income on 1998 taxes. The former Sheriff distributed the appropriate amount to the school district as required by statute, and the remainder will be used to operate the Sheriff's office.

Note 6. Unrefundable Duplicate Payments And Unexplained Receipts Should Be Escrowed

The Sheriff should deposit any unrefundable duplicate payments and unexplained receipts in an interest-bearing account. According to KRS 393.110, the Sheriff should properly report annually to the Treasury Department any unclaimed moneys. After seven years, if the funds have not been claimed, the funds should be submitted to the Kentucky State Treasurer. For the 1998 taxes, the former Sheriff had \$193 in unrefundable duplicate payments and unexplained receipts. Therefore, the former Sheriff should send a written report to the Treasury Department.

COMMENT AND RECOMMENDATION

CARLISLE COUNTY
WILL BEN MARTIN, FORMER SHERIFF
COMMENT AND RECOMMENDATION

As of February 2, 1999

STATE LAWS AND REGULATIONS:

The Former Sheriff Should Have Deposited Tax Collections On A Daily Basis

The prior year audit noted that deposits were not being made on a daily basis. We examined the bank statements during the months of tax collections and noted that deposits were still not being made on a daily basis. Technical Audit Bulletin #93-002 Section 3(7) requires all public funds to be received into an official bank account on a daily basis. By depositing collections daily, interest earnings can be increased for the school district and Sheriff's office. We recommend the Sheriff's office deposit tax receipts daily as required.

Management's Response:

No Response.

PRIOR YEAR:

The Sheriff Should Deposit Tax Collections On A Daily Basis

Management's Response:

No Response.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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Edward B. Hatchett, Jr. Auditor of Public Accounts

Honorable John Roberts, County Judge/Executive
Honorable Steve McChristian, Carlisle County Sheriff
Honorable Will Ben Martin, Former Carlisle County Sheriff
Members of the Carlisle County Fiscal Court

Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of The Financial Statement Performed In Accordance With Government Auditing Standards

We have audited the former Carlisle County Sheriff's Settlement - 1998 Taxes as of February 2, 1999, and have issued our report thereon dated April 6, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the former Carlisle County Sheriff's Settlement - 1998 Taxes as of February 2, 1999, is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed as instance of noncompliance that is required to be reported under Government Auditing Standards.

- The Sheriff Should Have Deposited Tax Collections On A Daily Basis

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the former Carlisle County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Honorable John Roberts, County Judge/Executive
Honorable Steve McChristian, Carlisle County Sheriff
Honorable Will Ben Martin, Former Carlisle County Sheriff
Members of the Carlisle County Fiscal Court
Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended for the information of management. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
April 6, 1999

